



# Smith Expo

## Indiana Library Federation Annual Conference Crowne Plaza Indianapolis Downtown at Union Station Indianapolis, IN November 17-19, 2024

### OFFICIAL SHOW DECORATOR

- Smith Expo LLC
- 1173 Airport Parkway, Suite C
- Greenwood, IN 46143
- Phone: 317.362.6890
- Email: hsmith@smithexpo.com

### ILF CONTACT

- Kyle Hickman, Executive Director
- Phone: 317.257.2040
- Email: khickman@ilfonline.org

### EXHIBIT INFORMATION

- Backwall Drape: 8' Black
- Sidewall Drape: 3' Black
- Table: (1) 6' x 2' x 30" high Black Spandex Skirted Tables
- Seating: Two Folding Chairs
- Trash: One Wastebasket, upon request
- Carpeting: Carpet inside Ballroom and Tiled Floor in Foyer
- Signage: One ID Sign
- Electrical services provided by Crowne Plaza, see pages 6-7.

### Important Dates (Check all order forms for additional deadlines)

•Advanced Order Deadline:	Fri., Nov. 15, 2024	3 PM
•Advance Freight Deadline (without surcharge):	Fri., Nov. 15, 2024	3 PM
•Move-in:	Sun., Nov. 17, 2024	12 PM - 5 PM
•Show Hours:	Mon., Nov. 18, 2024	Noon - 5 PM
	Tues., Nov. 19, 2024	8 AM - 4 PM
•Move-out:	Tues., Nov. 19, 2024	4 PM - 6 PM
•Freight Re-Route:	Tues., Nov. 19, 2024	6 PM

### Advance Warehouse

- Company Name, Booth #
- ILF c/o Smith Expo
- 1173 Airport Parkway, Suite C
- Greenwood, IN 46143

### Direct to Show Site

- NOT AVAILABLE AT THIS PROPERTY.
- MUST USE ADVANCED WAREHOUSE.
- Smith Expo is not responsible for shipments sent direct to show site.

### Outbound Shipping

- Official Show Carrier: TF Logistics
- Email: ops@tfi-logistics.com
- Phone: 317-805-1062
- www.TFI-Logistics.com
- Bill of Ladings provided onsite

# FURNITURE & ACCESSORIES ORDER FORM

ILF 2024

## Tables

Qty	Item	Advance	Standard	Subtotal
<b>30" High Spandex Skirted Tables</b>				
	4' x 24" wide	\$45	\$56	\$
	6' x 24" wide	\$65	\$81	\$
	8' x 24" wide	\$85	\$106	\$

Qty	Item	Advance	Standard	Subtotal
<b>30" High Unskirted Tables</b>				
	4' x 24" wide	\$25	\$31	\$
	6' x 24" wide	\$35	\$44	\$
	8' x 24" wide	\$45	\$56	\$

Qty	Item	Advance	Standard	Subtotal
<b>42" High Spandex Skirted Tables</b>				
	4' x 24" wide	\$65	\$81	\$
	6' x 24" wide	\$85	\$106	\$
	8' x 24" wide	\$105	\$131	\$

Qty	Item	Advance	Standard	Subtotal
<b>42" High Unskirted Tables</b>				
	4' x 24" wide	\$35	\$44	\$
	6' x 24" wide	\$45	\$56	\$
	8' x 24" wide	\$55	\$69	\$

Qty	Item	Advance	Standard	Subtotal
<b>Round Cocktail Tables</b>				
	30" High	\$35	\$44	\$
	40" High	\$45	\$56	\$
	Add Spandex Cover	\$10	\$15	\$

Qty	Item	Advance	Standard	Subtotal
<b>Round Cocktail Tables – Tulip Base/White Top</b>				
	30" High	\$65	\$82	\$
	40" High	\$75	\$94	\$

## Important Notes

- Complete this form and return it to [hsmith@smithexpo.com](mailto:hsmith@smithexpo.com).
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.
- A credit card on file is required when using Smith Expo. All charges must be paid prior to close of show.
- Orders cancelled after move-in begins will be charged 50% of the original price.
- Additional requests for items not listed on this form, contact [hsmith@smithexpo.com](mailto:hsmith@smithexpo.com) or call 317.362.6890.

## Form Total

Subtotal	\$ _____
7% Sales Tax	\$ _____
<b>Est. Total</b>	<b>\$ _____</b>

## Accessories / Labor / Shipping

Qty	Item	Advance	Standard	Subtotal
	Folding Chair	\$15	\$19	\$
	Padded Chair	\$25	\$31	\$
	High Stool	\$35	\$44	\$
	Wastebasket	\$5	\$7	\$
	Easel	\$10	\$13	\$
	3' Base/Upright	\$3	\$4	\$
	8' Base/Upright	\$8	\$10	\$
	Cross Bar	\$8	\$10	\$
	3' Masking Drape/LF	\$6	\$8	\$
	8' Masking Drape/LF	\$9	\$12	\$
	55" LED TV (w/stand)	\$225/day	\$282/day	\$
	Fish Bowl	\$10	\$13	\$
	10x10 Booth Carpet Color: _____	\$115	\$144	\$
	10x10 Carpet Padding	\$85	\$106	\$

Qty	Item	Advance	Standard	Subtotal
<b>Supplies / Labor</b>				
	Shrink Wrap w/Labor	\$45/Skid		\$
	Banding w/Labor	\$55/Skid		\$
	Cart Load Service	\$25/Cart		\$

Qty	Item	Advance	Standard	Subtotal
<b>Shipping</b> *See Material Handling Resource Guide for Terms & Conditions (Page 4)				
	Advance (per 100 lbs; 200 lb min.)	\$65/100 lbs	200 lb. min	\$

## Advance Ordering Deadline

### Friday, November 15<sup>th</sup> at 3 PM

**\*PAYMENT INFORMATION WILL BE COMPLETED ON THE FOLLOWING PAYMENT AUTHORIZATION FORM\***

COMPANY NAME: \_\_\_\_\_ BOOTH #(S): \_\_\_\_\_



Smith Expo

# PAYMENT POLICIES & AUTHORIZATION FORM

ILF 2024

## Payment Policy

- Complete this form and return it to [hsmith@smithexpo.com](mailto:hsmith@smithexpo.com).
- All orders must be paid in full and in advance of the show.
- Orders received on or before the advance deadline will be processed at the ADVANCE PRICE listed.
- Orders received after the deadline and at show site will be processed at the STANDARD PRICE listed.
- Payment may be made by company check, credit card or money order.
- Purchase Orders are not considered advance payment.
- All accounts must be settled with Smith Expo prior to show closing.
- Cancellations made after move-in begins will be charged 50% of the original price.
- No credits will be issued after show closing.
- Exhibitors will be assessed a \$50 service charge for any returned check(s) or declined credit cards for each occurrence.
- A finance charge of 1 ½% per month (18% per annum) will be added to any outstanding invoices.
- A signature on this payment authorization form denotes acceptance of payment terms as set forth by Smith Expo.

## Payment Authorization Form

**PAYMENTS MUST BE RECEIVED BY NOVEMBER 15, 2024 FOR DISCOUNT RATES TO APPLY**

### CREDIT CARD INFORMATION TO BE PLACED ON FILE

Form of Payment:  Visa     Mastercard     American Express     Check #: \_\_\_\_\_  
(Payable to Smith Expo – Fed ID: 83-4180399)

Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Use above credit card for all charges incurred and any show site orders

Cardholder's Signature: \_\_\_\_\_

Cardholder's Name (please print clearly): \_\_\_\_\_

Email Address for Receipt: \_\_\_\_\_

**\*IF APPLICABLE, COMPLETE THIS FORM AND SUBMIT TO HSMITH@SMITHEXPO.COM\***

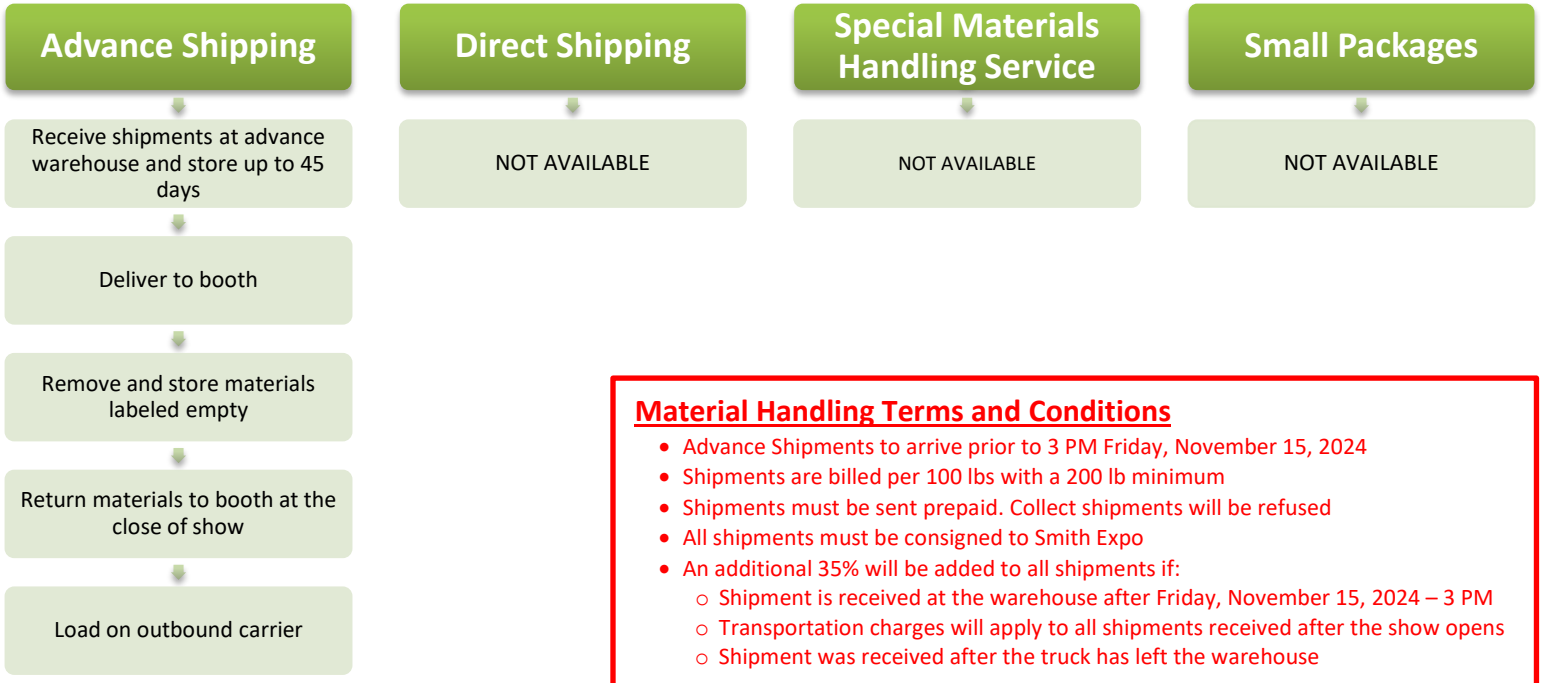
COMPANY NAME: \_\_\_\_\_ BOOTH #(S): \_\_\_\_\_



Smith Expo

# MATERIAL HANDLING RESOURCE GUIDE

ILF 2024



**Material Handling Terms and Conditions**

- Advance Shipments to arrive prior to 3 PM Friday, November 15, 2024
- Shipments are billed per 100 lbs with a 200 lb minimum
- Shipments must be sent prepaid. Collect shipments will be refused
- All shipments must be consigned to Smith Expo
- An additional 35% will be added to all shipments if:
  - Shipment is received at the warehouse after Friday, November 15, 2024 – 3 PM
  - Transportation charges will apply to all shipments received after the show opens
  - Shipment was received after the truck has left the warehouse

**INBOUND SHIPPING INFORMATION**       Warehouse

Shipping via: \_\_\_\_\_ Tracking #: \_\_\_\_\_ Date Shipped: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Total # of Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_ lbs

**OUTBOUND SHIPPING INFORMATION**

Ship To: \_\_\_\_\_ Attn: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

# of Outbound Pieces: \_\_\_\_\_ Crates: \_\_\_\_\_ Display Cases: \_\_\_\_\_ Cartons: \_\_\_\_\_ Skids: \_\_\_\_\_

**ALL OUTBOUND SHIPMENTS MUST BE PICKED UP BY TUESDAY, NOVEMBER 19, 2024 @ 6 PM OR THEY WILL BE REROUTED**

**OUTBOUND CARRIER INFORMATION**

TF Logistics – Official Show Carrier       Other Carrier Name \_\_\_\_\_

If you are using a carrier other than Smith Expo’s Designated Carrier – TF Logistics, it is the responsibility of the exhibitor to call the carrier and arrange for pickup within the allotted move out time. Smith Expo will load out shipment when your carrier arrives. Smith Expo is not responsible for any items left unattended on the show floor. Smith Expo will not handle any outbound UPS shipment without arrangements being made with Smith Expo in advance.

***\*IF APPLICABLE, COMPLETE THIS FORM AND SUBMIT TO HSMITH@SMITHEXPO.COM\****

**COMPANY NAME:** \_\_\_\_\_ **BOOTH #(S):** \_\_\_\_\_





Smith Expo

**ADVANCE WAREHOUSE by  
3PM on NOVEMBER 15, 2024**

**SMITH EXPO**  
1173 Airport Parkway, Suite C  
Greenwood, IN 46143

EVENTNAME: ILF 2024 DATES: NOVEMBER 17-19, 2024

COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

KEEP THIS PAGE FOR PACKAGE / SHIPPING

**\*DO NOT SHIP DIRECT TO SHOW SITE\***



**Electrical and Exhibit Service Order Form**

Fax or Mail **both** pages to:

Crowne Plaza  
 Indianapolis Downtown At Union Station  
 Ida Grady/Catering Dept.  
 123 West Louisiana Street  
 Indianapolis, IN 46225

**Fax Number: 317-236-7461 / Office: 317-236-7467**

**Email: ida.grady@genhotels.com**

**Event: 2024 Indiana Library Federation Conference**  
**Exhibit/Trade Show Dates: 11/17-19/2024**

Vendor: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Method of Payment:**

1) Mail check payable to Crowne Plaza at Union Station  
 2) Check # \_\_\_\_\_

3) Credit Card:   AX  MC  VS  DS  DC  Other    
 CC# \_\_\_\_\_ Exp \_\_\_\_\_

Print Name on Card: \_\_\_\_\_

Set Up Time / Date: **11/17 12pm – 5pm & 11/18 7am – 9am**

Tear Down Time/Date: **11/19 2:30pm – 3:30pm**

Table/Booth # \_\_\_\_\_ (if known)

Meeting Room Assigned: \_\_\_\_\_

On-Site Contact for Company: \_\_\_\_\_

**Electrical & Misc. Services**

Description	Qty	#Days	Cost Per Day/Advance Order	After November 1 <sup>st</sup> or On-Site	Total
120 v Outlet Duplex 20 amps (2 inputs)			\$45.00	\$75.00	
Wireless High Speed Internet Line			Complimentary	Complimentary	
Banners (Banner hanging fee starts at \$20.00 each) *			\$20.00	\$25.00	
Engineering Labor (if required; 1/2 Hour Minimum)			\$30 per Hour		
Other Special Requests on a Case-by-Case Basis			See A/V Price Guide Attached		

**Exhibit Policies and Deadlines:**

- **Advanced order prices effective up to two weeks prior to event. Orders received within the two weeks prior to the event will be at the higher/on-site rate.**
- Banner/Sign Hanging Fee – Standard fee of \$20.00/banner. (Banners requiring special hanging devices will be billed accordingly and at the discretion of the Chief Engineer, Convention Services or Catering Manager).
- Clients are responsible for any damage to walls/doors/ceilings and any property in general for the self-hanging of any banners and signs not approved by the Chief Engineer, Convention Services Manager or Catering Manager. NO push pins are permitted; painter's tape is an approved medium for hanging items on wall surfaces.
- Power services are based on 120-Volt single-phase system.
- Use of **Non-Approved Power Strip** plugs to operate a series of spotlights or other electrical apparatus is **strictly prohibited**. Additional charges will apply for all items using electricity plugged into outlets ordered. The Chief Engineer will determine the proper means of installment.
- **Vehicles brought inside the building require 1-week advance notice and special labor fees.**

**NOTE: ALL ORDERS ARE TO BE PRE-PAID PRIOR TO THE EVENT AND SERVICES PERFORMED**

Client Name (Please type or print): \_\_\_\_\_

Signature: \_\_\_\_\_



**Connection Charges** (as shown above): Cover the cost of electrical connections, temporary lines and bringing power lines to your location. Service includes bringing power to one point and one connection. Charges do not include work in your booth, repair work or any special wiring from disconnect switch or distribution panel to exhibitor’s equipment. Work performed in booth for special wiring will be charged on a time and material basis.

**ELECTRICAL REQUIREMENTS AND REGULATIONS OF CROWNE PLAZA AT UNION STATION**

1. **All** electrical connections, installations, assemblies, motors or any electrical operating gear must conform to all federal, state and local electrical and fire codes.
2. **All** equipment regardless of source of power must comply with all safety codes.
3. **Exhibitors Shall Be Prohibited** from overloading circuits regardless of voltage and amperage. Overloading of circuitry due to equipment failure will be excusable only on the first interruption of power. Equipment must not be restarted until a “house electrician” has checked equipment for source of problem and corrects malfunction.
4. **Under No Circumstance** shall anyone other than the “house electrician” make electrical connection.
5. **Exhibitors Shall Be Prohibited** from using equipment not properly protected by some type of overload circuit breaking device. Such device to be a part of the equipment or may be installed as part of the initial installment. When approved by the “house electrician” normal circuit protection will be adequate.
6. Use of open clip sockets, latex or lamp cord wires in display, duplex or triplex attachment plugs are prohibited.
7. **Crowne Plaza at Union Station** reserves the right to check and inspect any and all electrical connections, equipment and facilities that any customer uses while on hotel property. “House electrician” may at any time check voltage and amperage at any booth. Any discrepancy found on electrical systems must be corrected immediately or power shall be disconnected.
8. **Claims** will not be considered unless filed by client prior to departure.
9. **Special Equipment** requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without “house electrician” however, all service connections and overload protection to such equipment must be made only by “house electrician.”
10. **All** equipment must be tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
11. **All Material** and equipment furnished by HOTEL for this service order shall remain the HOTEL’s property and shall be removed ONLY by the HOTEL at the conclusion of the function.
12. **Wall, Column and Permanent Building Utility Outlets** are **NOT** part of exhibit space and are not to be used by the exhibitors unless specified otherwise by the HOTEL Engineering department, Catering or Convention Services Manager.
13. **All Exhibitor’s** cords **MUST** be of the three-wire ground type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
14. **CREDIT** will **NOT BE GIVEN** for outlets installed but not used, and **RATES** subject to change without notice.
15. **HOTEL** does not accept any responsibility for any injury / death to any or all persons as a result of this order. **CROWNE PLAZA AT UNION STATION, dba GENERAL HOTELS PROPERTY, INC.**, assumes no liability damage(s) to equipment caused by power fluctuations beyond the direct control of the Hotel.

**Important:** Read all rules and regulations before completing and signing this order form.

**BY SIGNATURE BELOW**, I agree to all charges specified and agree to abide by the rules and regulations. I am authorized to sign for company.

**Name (Please print):** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

1. Smith Expo and subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage, or concealed damage.
2. Smith Expo and subcontractors are not, and cannot be, responsible for loss or disappearance of Exhibitor materials after they have been delivered to the booth or once they are left in the booth for load out and shipping after the show closes.
3. Smith Expo and subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind beyond our direct control.
4. Smith Expo and subcontractors shall not be responsible for ordinary wear and tear in handling of equipment; nor for the loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance, or other causes beyond our control.
5. Smith Expo and Subcontractors shall not be liable to any extent, whatsoever, for any actual, potential, or assumed loss of profits, or revenues, or for any collateral costs which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.
6. It is understood that Smith Expo and subcontractors are not insurers, that insurance, if any, shall be obtained by the Exhibitor and that the amount payable to Smith Expo hereunder are based on the value of the material handling services and are unrelated to the value of the Exhibitor's property being handled. Since it is impractical and extremely difficult to fix the value of each shipment handled by Smith Expo or its subcontractors, it is understood that Smith Expo and subcontractors do not provide for liability should loss or damage occur.
7. It is the Exhibitor's responsibility to make sure all materials are insured from the time they leave your firm, while they are at show site, and until they are returned after the show.
8. Claims for loss or damage must be submitted to Smith Expo by the close of the show. No suit or action shall be brought against Smith Expo or its subcontractors more than three months after the cause of action.
9. Smith Expo and subcontractor's liability shall be limited to any loss or damage which results solely from Smith Expo or its subcontractors' negligence in the actual physical handling of the items comprising your shipment(s) and not for any other type of loss or damage. Liability shall be limited to an amount not to exceed \$.20 per pound per item with a maximum liability of \$40 per item or \$500 per shipment, which ever is less, as agreed upon damages and exclusive remedy.
10. The Exhibitor agrees in connection with the receipt, handling, storage, and reloading of your materials that Smith Expo and subcontractors will provide their services as agent and not as bailee or shipper. If any employee of Smith Expo or subcontractors shall sign a delivery receipt, bill of lading, or other document, the Exhibitor agrees that they do as the Exhibitor's agent, and the Exhibitor accepts responsibility, therefore.
11. Smith Expo and its subcontractors shall not be liable for shipments received without receipts, freight bills or special unit counts on receipts or freight bills, such as FedEx or UPS Packages. Such shipments will be delivered to booth without guarantee of piece count or condition.
12. Empty container labels will be available at the Smith Expo customer service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative(s). It is understood that these labels are used for EMPTY STORAGE ONLY and Smith Expo and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.
13. The consignment or delivery of a shipment to Smith Expo or subcontractors by an Exhibitor, or by any shipper on behalf of the Exhibitor shall be construed as acceptance by such Exhibitor of the terms, limitations, and conditions set herein.





An Exhibitor Appointed Contractor (EAC) is any company other than the official service contractor, Smith Expo. Exhibitors are responsible for informing all appointed contractors of the rules, requirements and regulations and for ensuring their compliance. Any exhibitor must insure that non-official vendors hired to perform any of the following services at this event must comply with the rules, requirements and regulations:

- Audio Visual
- Carpet Rental / Flooring
- Computer Rentals
- Exhibit Rental/Booth Rental
- Exhibitor Marketing
- Furniture
- Installation & Dismantling / Display Labor / Supervision
- Personnel / Temporary Help / Models
- Photography / Video / Film
- Transportation / Freight Carrier

**A certificate showing adequate general liability and property damage coverage must be received four (4) weeks prior the event.**

**IMPORTANT:** please be sure the certificate of insurance (COI) indicates the name of the exhibitor appointed contractor being insured and the name of the exhibiting company for which work is being performed. Smith Expo, the Official Show Contractor, and the facility must be named as additional insureds on all policies. The COI must cover the entire event date and must be received no later than four (4) weeks prior to the event. Any and all outside vendors must fulfill the following requirements:

- EACs should supply a list of all full-time employees who will be installing, dismantling or working in the exhibiting company's booth. Smith Expo management also requires that exhibitor appointed contractors furnish a list of all subcontractors they will use during installation, show days and dismantling. Any company that is not an approved exhibitor appointed contractor or does not appear on an appointed exhibitor contractor's list of approved subcontractors will be denied access to the show floor. Exhibitor appointed contractors must collect the proper COIs from their subcontractor(s) and maintain the original certificates (photocopies and faxes are not acceptable) on file for review by Smith Expo management.
- All EACs and all subcontractors must display company ID with photo all times while on property.
- All EACs agree to abide by the rules and regulations set forth by Smith Expo in this Service Kit. EACs may operate only out of the confines of their client's booth. Separate service desks and/or work areas, storage areas or other work facilities will not be permitted at Smith Expo's event. The show aisles and public space are not part of the Exhibitor's booth space.
- All EACs must comply with local labor agreements and practices and may not commit any acts that could lead to work stoppages, strikes or labor problems.
- All EACs must adhere to the move-in, move-out schedule. Exhibitors will be responsible for any additional expense incurred by Smith Expo should deadlines not be met.
- Exhibitors are liable for restoring their exhibit area to its original condition (i.e. free of any tape, debris and other remnants of use).
- All personnel under the employment of the EACs must be credentialed properly with show management.
- It is the responsibility of the exhibiting company to ensure that each EAC adheres to all official rules and regulations of the Event as set forth by Smith Expo.
- All EACs will not solicit business on the Show Floor.

